



2026

Parent Handbook

Village of Allouez Parks,
Recreation, and Forestry
Department

1900 Libal St.
Green Bay, WI 54301
920-448-2800

Registration starts Feb. 16th!
Space is limited!



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Welcome to Camp!

Welcome and thank you for choosing Allouez Summer Camp for your child's summer camp experience! We are looking forward to a terrific summer filled with lots of fun and exciting activities. Preparing for camp is very important, but rest assured we've tried to make it as easy for you as possible! In this handbook you will find all the information you need to prepare for camp. In order to help you & your child prepare for the summer ahead, we kindly ask that you read through the handbook in its entirety.

If you have any questions, concerns, or would like to discuss something related to summer camp now, or at any point in the future, please email me at emily.poh@villageofallouezwi.gov or call 920-448-2804. I and the rest of the Allouez Summer Camp staff are looking forward to seeing you this summer!

Thank you

Emily Poh
Recreation Supervisor

CAMP OPEN HOUSE

Join us at Green Isle Park for an opportunity to meet our staff, ask questions, and get your child excited for camp!

Date: Thursday, June 4, 2026

Time: 5:30pm-6:30pm



What is Camp?



Location and Contact information

Summer Camp is held at:

Green Isle Park, 900 Greene Ave.

Camp Cell Phone: 920-621-9619

Summer Camp Registration/Administration:

Village Hall, 1900 Libal St

Phone: 920-448-2800

Why choose Allouez Summer Camp?

Allouez Summer Camp is a **LICENSED DAY CAMP** through the state of Wisconsin. All of our camp counselors are at least 18 years of age, undergo a criminal background check, are certified in First Aid and CPR and receive extensive pre-camp training. Your 6-13 year old can comfortably spend the whole day away

from home, while getting active, making crafts, attending weekly field trips, and creating new friendships in an outdoor environment. Allouez Summer Camp operates TEN action packed weeks throughout the summer **for children 6-13 years of age**. Physical activity, self-esteem, social interaction and skill building are all part of the youth summer camp experience. **Camp Counselors will also incorporate the 5 Core Values of Honesty, Respect, Responsibility, Sportsmanship, and Caring each week.**

Tax Information: Allouez Summer Camp is a licensed childcare program through the State of Wisconsin. The EIN number is 39-6008051.

Visit the Village's website for more details at allouez.recdesk.com or by scanning the QR Code!



Follow us on Facebook for information and fun summer camp updates!
@AllouezSummerCamp

Mission and Goals

Mission of Camp

Allouez Summer Camp provides each camper with many opportunities to grow and explore the outdoor world around them. We aim to help campers achieve their fullest potential by creating social/emotional development lessons, physical well-being activities, enrichment opportunities, and recreation! The mission comes to life through the emphasis of our 5 Core Values (Honesty, Respect, Responsibility, Sportsmanship, and Caring). Challenging our campers to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for their entire life.



Goals for Campers

The number one goal for Allouez Summer Camp is to build assets in our campers. Through our day camp program, we try to develop specific assets every day, including strengthening social/emotional development, providing a caring climate, using youth as resources, offering a safe place, and using responsible adults as role models.

The second goal of Allouez summer camp is to help all of our campers develop as individuals. To the right are some ways in which we help our campers develop.

1. Campers grow personally- They are given the chance to experience new things and interact with other children their own age on a daily basis
2. Campers learn new skills- Whether its playing a new game, developing an existing skill, or developing their social skills, campers will leave camp having learned something they can remember and use for a lifetime.
3. Campers learn lifetime values- From the simplest values and attitudes like sportsmanship, sharing, and respect, comes our basis for making more complex decisions as we mature.
4. Campers have FUN- Without fun, the above reasons for children to attend day camp become harder to accomplish. Games, stories, crafts, sports, and other activities are all done with the camper as the primary focus.

Camp Registration



Camp Registration

Camp Registration can be done online or in person. Registration is done on a first come-first-serve basis. Registration forms for in person registration can be found online at allouez.recdesk.com or in person at Allouez Village Hall. Registration will open on Monday, February 16.

Allouez Summer Camp is open to children 6-13 years old. Children may not attend camp until they have reached age 6 and may not attend after age 13.

Camper Information and Forms:

The Wisconsin Department of Children and Families requires that each participant have specific completed information on file at camp in case of an emergency. Campers are enrolled when the Village Office receives completed registration form and information with payment.

NEW FOR 2026! Camper forms have gone digital! We will no longer accept paper copies of forms as we have done in the past. The **ONLY** forms accepted in paper copy are the Alternate Arrival/Release form and Authorization to Administer Medication form, both of which are only required if applicable.

Please make sure you set aside adequate time to complete the online forms. To access and complete your camper's information, visit <https://form.jotform.com/253624716614054>

Information must be filled out on or before May 10, 2026 or camper registration will be canceled.

Waitlist

Due to high demand, and limited spots available (due to State Licensing Requirements), its possible that your child(ren) will be put on the waitlist for one or more weeks. If this happens, know that the Village of Allouez will contact you via email if space becomes available. **Because of the high demand, we ask you to only register for the weeks you know your child(ren) will attend.** If you are contacted that space has become available for your child(ren), you will have 24 hours to respond, or the next person will be offered the spot.

Camp Fees & Extras

Fees and Payment Policy

If registering online or by mail, all camp fees must be paid in full at the time of registration. If registering at Village Hall, the fee for each child's first week of camp is due in full at the time of registration. If you are registering for multiple weeks in person, the remaining balance will be **due by SUNDAY, MAY 10**. After May 10, any unpaid balances will result in the cancellation of your child's registration in unpaid weeks.

Payment plans must be arranged with the Recreation Supervisor.

Cancellation and Refund Policy

Prior to March 30: A full refund will be given, minus a \$45 processing fee, will be given when an emailed notice is received on or before March 29.

March 30-May 10: Withdrawal after March 29 and before May 11 will be refunded minus a \$45 cancellation fee per child per week affected (ex:3 canceled weeks on April 15 for one child would equal a \$135 cancellation fee for one child). All cancellations must be received via email.

NO REFUNDS WILL BE GIVEN AFTER MAY 10. This will be strictly enforced. Please only register for weeks you know your child(ren) will attend.

Optional Additional Programs:

Allouez Summer Camp offers before and/or after camp care. Before camp care allows parents to drop children off between 7:00 and 9:00 AM. After Camp care allows parents to pick up their children between 4:00 and 5:00 PM. Children may only attend these programs if they are registered and paid for.

Fee Type	Resident	Non Resident
Weekly Rate	\$98	\$118
Camp + Before Care	\$125	\$152
Camp + After Care	\$112	\$135
Camp + Before Care + After Care	\$139	\$168
Lake Pickup 1-15 Minutes	\$10	\$10
Late Pickup 16-30 Minutes	\$15	\$15
Late Pickup 31+ Minutes	\$25	\$25

*For families of 4 or more children attending summer camp, please contact the Recreation Department at 920-448-2804 or recreation@villageofallouezwi.gov.

Camp Schedule



Daily Schedule:

7:00-9:00	Before Camp Program
9:00-9:15	Check-in
9:15-9:45	Opening Ceremony/Snack
9:45-12:00	Planned Activities/Games
12:00-1:00	Lunch
1:00-3:00	Planned Activities/Games
3:00-3:45	Closing Ceremony/Snack
3:45-4:00	Check-out
4:00-5:00	After Camp Program

Before/After Camp Program: Allouez Summer Camp provides extended childcare for an extra fee. See previous page for more information on service.

Check-in/Check-out: During this time, campers will take part in loosely structured programming such as board games, reading, drawing, and unstructured games.

Opening Ceremony: Campers will meet with staff and will select a core value to highlight for the day. The staff will lead the campers in a brief discussion and/or game on the meaning of the core value and how we can demonstrate it every day. During this time, campers will also receive any important information regarding the day's activities.

Snack: Each child will receive a nutritional snack in accordance with State Law. Parents are encouraged to provide snack items for the camp. See page 11 for more information.

Planned Activities: These activities can include cooperative team sports, group games, group projects, experiments, environmental learning opportunities, and arts & crafts projects that encourage children to use teamwork and creativity. Activities will be designed to incorporate the theme for the week.

Lunch: This time is for campers to unwind and refuel for the second half of a fun-filled day. Please pack healthy lunch options. NOTE: no microwave or refrigerator is available for camper lunches. Per the State of Wisconsin, lunches should consist of: 1 protein source, 2 vegetables/fruits, 1 whole grain source, healthy drink (water or 100% juice). If a lunch is forgotten, the Village will provide a lunch at an additional \$10 fee, that should be paid in full prior to the next day of camp.

Closing Ceremony: Campers will take part in a short discussion on how they demonstrated the value that day.

Camp Schedule

Week	Dates	Theme	Field Trip
1	June 8-12	All Aboard Adventure	National Railroad Museum
2	June 15-19	Reach New Heights	Odyssey Climbing
3	June 22-26	Nature Navigators	1000 Islands
4	July 6-10	Gravity Defiers	Urban Air
5	July 13-17	The Great Camp Carnival	Bay Beach
6	July 20-24	Christmas in July	Skate City
7	July 27-31	Camp Olympics	DeBroux Park *Thursdday
8	August 3-7	Superstar Showdown	Lambeau Field/Titletown
9	August 10-14	Splashtastic Summer	Joannes Aquatic Center
10	August 17-21	Camp Rewind	Ashwaubenon Bowling Alley

Field Trip Information:

Field trips are included in the weekly camp fee. All field trips require a signed field trip permission form. Campers are encouraged to attend field trips, but they are not mandatory. Camp will be closed during the hours of the field trip. Field trips are subject to change based on weather, venue availability, and/or other factors. Some field trips may permit campers to bring additional money to purchase snacks, games, etc. This will be communicated in weekly newsletters. For identification purposes, each camper and counselor is required to wear their camp t-shirt on all field trip days.

Camp Schedule

Camp Themes:

All Aboard Adventure: Set sail for a week full of excitement and exploration! Campers will embark on a new journey each day- discovering faraway lands and completing team challenges inspired by trains, planes, and ships. Whether navigating obstacle courses or creating travel-themed crafts, kids will love this week of imagination, discovery, and adventure!

Reach New Heights: This week is all about adventure and confidence! Campers will take on climbing challenges, obstacle courses, and team games while learning that "reaching new heights" means pushing yourself, supporting others, and celebrating every success along the way.

Nature Navigators: Campers will explore the great outdoors as they hike trails, study local wildlife, and discover the wonders of nature all around them. From scavenger hunts and nature crafts to learning outdoor skills, this week is all about adventure, curiosity, and connecting with the world outside!

Gravity Defiers: Soar to new heights! Campers will climb, jump, and balance through fun challenges and games, exploring motion and testing their limits in a week full of high-flying excitement. Get ready to defy gravity and have a blast!

The Great Camp Carnival: Step right up for a week full of fun, games, and excitement! Campers will enjoy activities like obstacle courses, team games, creative crafts, and friendly competitions. With surprises around every corner, this week promises laughter, teamwork, and unforgettable memories- just like a day at the fair!

Christmas in July: Get ready to jingle all the way! This festive week is packed with holiday-themed games, crafts, and activities that bring the magic of Christmas to sunny days. Campers can make ornaments and enjoy summer twists on classic winter traditions. Celebrate the joy of the season with friends, surprises, and plenty of cheerful camp spirit-no snow required!

Camp Olympics: Camp Olympics is open to all spirited youth ready to embrace the thrill of friendly competition, teamwork, and unforgettable summer moments. This week our summer camp will compete in various activities against Bellevue and De Pere summer camps to be the ultimate Summer Camp Olympians. You won't want to miss out on the fun this week!

Superstar Showdown: This week, campers will unleash their inner stars through thrilling competitions, talent challenges, and exciting team showdowns. Each day is a chance to show off your superstar skills.

Splashtastic Summer: This week is all about water-filled adventures, from splashy games and sprinkler fun to creative water challenges and cool crafts. Campers will beat the heat, make a splash, and create unforgettable summer memories!

Camp Rewind: Join us as we celebrate and look back on the friendships we formed and games we played. This week counselors recreate some of the campers favorite games and crafts of the summer!



Camp Field Trips

Field Trip Schedule:

- **June 10: National Railroad Museum**
 - Departure: 9:15 AM
 - Return: 12:30PM
- **June 17: Odyssey Climbing**
 - Departure: 9:30 AM
 - Return: 12:15 PM
- **June 24: 1000 Island Environmental Center**
 - Departure: 9:30 AM
 - Return: 3:00 PM
- **July 8: Urban Air**
 - Departure: 11:45 AM
 - Return: 3:00 PM
- **July 15: Bay Beach**
 - Departure: 9:45 AM
 - Return: 3:00 PM
- **July 22: Skate City**
 - Departure: 11:45 AM
 - Return: 3:00 PM
- **July 30: DeBroux Park *Thursday**
 - Departure: 12:30 PM
 - Return: 3:15 PM
- **August 5: Lambeau Field/Titletown**
 - Departure: 8:45 AM***
 - Return: 2:30 PM
- **August 12: Joannes Aquatic Center**
 - Departure: 12:30 PM
 - Return: 3:15 PM
- **August 19: Ashwaubenon Bowling Alley**
 - Departure: 12:30 PM
 - Return: 3:15 PM

Camp Snack

As a part of the Department of Children and Families State licensing, the Village of Allouez is required to provide each child with 2 snacks throughout the day. To provide snack and maintain affordable fees for the Summer Camp Program, we ask for your help by volunteering to provide a snack for the camp.

When volunteering to make a donation, we ask that you provide enough to feed 50 campers and only food items from the following state-approved list below:

- Fruits or Vegetables
 - Individual 100% juice pouches/boxes
 - Any size 100% juice containers that can be poured into cups
 - Applesauce, fruit cups, etc.
- Crackers with whole wheat or wheat listed as the first ingredient (Wheat Thins, Goldfish crackers, animal crackers, cold cereal, granola bars)
- Dairy Products
 - String Cheese
 - Yogurt
 - Gallon of Milk

All donated snacks must be in their original packages and sealed. All snack donations may be delivered to the camp site. We really appreciate your help in making this program a healthy and enriching experience for all children!

Policies & Procedures

Absence Policy

If your camper will be absent, please call or text the camp phone by 9:00 AM on the day of the absence. If no message is received, the following actions will be taken:

1. Camp staff will call parent/guardian to confirm absence for the day.
2. If confirmation of absence cannot be made, the Recreation Supervisor and authorities will be notified.

Allergies

All known allergies or any special dietary needs based on medical condition must be noted on your child's registration and health forms. Staff will be notified of all camper allergies. **Please talk to camp staff if your child has special or more serious circumstances.**

Child Abuse Policy

The camp staff are trained to spot signs of child abuse, know the appropriate procedures for responding to the suspicion of abuse, and will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the Recreation Supervisor will be notified immediately and a report will be made to the appropriate authorities.

Confidentiality

We will strive to keep information about a child or about an incident involving one of our campers as confidential as possible. However, the Village is a municipality which is covered by the public records law and certain documents may be required to be released upon request or upon order of the court. We will not discuss incidents involving your child with other program participants or their families unless it is required by law. If that is the case, information on your child will only be shared to the extent necessary to provide necessary information to the other parent.



Policies & Procedures

Emergency Medical Facility

The hospital we use for emergency care, in the event its needed, is Bellin Health, located at 2020 S Webster Ave. Green Bay, WI 54301.

Injury & Accident Report Policy

Any injury during the course of the day will be documented by the camp staff and reported to the Camp Coordinator. The Village of Allouez Accident Report Form will be utilized for documentation. In the event of serious injury or illness:

- Emergency personnel will be called first if injury or illness appears life threatening, then parents/guardians
- Staff will attempt to contact parent/guardian or emergency contact
 - If child must be transported by ambulance, a staff member will ride with child, taking registration forms along
 - Camp Coordinator will be notified of accident/injury and will notify the Recreation Supervisor

Inclement Weather Policy

Physical activities will be limited when there is a heat advisory, raining, or during severe weather and indoor activities will be substituted. If an outdoor trip is scheduled and it is a severe weather day, an indoor field trip may be substituted if possible, otherwise the field trip will be canceled.

Illness Identification/Procedure

Children with rashes, fever of 100 degrees or above, vomiting, and/or diarrhea are to be sent home. If a child becomes ill during the camp time:

- A parent or authorized person will be called to pick up the child
- While waiting for parent/guardian, child will be taken to a separate area and made comfortable

Extra Spending Money

Campers may be allowed to bring extra spending money with them on select field trips. Campers will solely be responsible for that money throughout the trip. The Allouez Parks, Recreation, and Forestry Department and Allouez Summer Camp will not be held responsible for any lost, stolen, or misplaced money.

Newsletter

The newsletter will be emailed on Fridays for the upcoming week. The newsletter will include relevant information for the week and field trip information. Please be sure an accurate and up to date email address is listed on your camper's forms. Email is the most common way we inform parents of important notices. Please be sure to check your email inbox regularly to ensure you are receiving all of the necessary information! Tip: check your spam/junk folder for if you are not receiving them in your inbox!



Policies & Procedures

Hours of Operation

Village Hall Hours:

- Monday-Thursday 7:00 AM-4:30 PM
- Fridays 7:00 AM-11:00 AM

Camp Site (Green Isle Park)

- Monday-Friday 7:00 AM-5:00 PM

Open Visitation Policy

Parents are encouraged to visit and take part in activities at camp any time during camp hours.

Medication Policy

Campers requiring medication while at camp shall fill out an Authorization to Administer Medication form prior to the camper's first day of camp. Prescription will be administered upon receipt of signed authorization form from parent/guardian. Medication will ONLY be returned to a parent/guardian. Prescribed medication must be in the original container with the pharmacy label.

The ONLY over the counter medication that will be dispensed is Benadryl in accordance with a physicians note.

Lost and Found Policy

A lost and found box will be available for all misplaced items found throughout each day.

- Please do NOT send anything valuable to camp. This includes toys and items with sentimental value.
- Electronic devices are not allowed at camp and must remain in child's backpack/basket at all times.
- All items sent to camp need to be marked with child's name
- All lost items will be kept until the last day of camp. After this, all unclaimed items will be cleaned and donated to charity.

Supplies Needed

We are always looking for donations of "household junk", such as paper rolls, coffee cans, jars, etc. Please check newsletters for specific items that are being requested.

Sunscreen and Bug Spray

Please send sunscreen and bug spray with your child every day. Your child will have frequent opportunities to reapply throughout the day. Please make sure sunscreen is less than 1 year old. Sunscreen and bug spray should be labeled with child's name. Sunscreen and bug spray may be kept in child's basket for the week.

Updating Information

It is the responsibility of parents to inform camp staff of any changes to your child's information.

Policies & Procedures

Parent/Staff Communication

Parents, please share ANY information regarding your child that may affect their mood or behavior with camp staff as you see fit.

At Allouez Summer Camp, we welcome the opportunity to talk with parents and get to know our camper families better. Being partners with parents is the best way to make camp the most positive experience possible. Any of our camp staff will be happy to speak with you at any time during the summer!

Participation

Campers are expected to participate in all camp games and activities. If your camper cannot participate in specific activities for medical reasons, a note from the parent/guardian or doctor is required.

Ratios

The State of Wisconsin requires staff to camper ratios of 1:12 to be followed at Allouez Summer Camp.

Schedules

Lesson plans available every Monday morning for parents and guardians to review. Activities may vary slightly from day to day.

Search and Confiscation Policy

A camper, and/or the camper's belongings may be searched by camp staff whenever they have a reasonable suspicion that a camp rule or law has been broken. Any illegal items will be confiscated.

THANK YOU for choosing Allouez Summer Camp!



Parent/Camper Behavior Contract

The goal of the Day Camp Program is to provide a safe, educational, and fun atmosphere for all campers.

Please take time to read through and discuss our policies on proper character conduct as a family, then take time to sign the contract as this will serve as a guide to disciplinary actions for the summer.

Termination Procedure:

If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety, or the safety of others, the following steps will be taken:

- First violation: A staff member will discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day.
- Second Violation: A staff member will document the incident via an incident report and discuss the incident with the child. The child may be removed from part or a whole activity. The parent or guardian will be notified of the incident at the end of the camp day and asked to sign the documented report.
- Third Violation: A staff member will discuss and document the incident directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within the hour.
- Fourth Violation: A staff member will discuss and document the issue directly with the child. The parent or guardian will be contacted immediately to pick up their child within the hour from camp. A conference will be scheduled with the Department Director, Camp Director, Camp Coordinator, and the parent(s) or guardian to discuss a plan of action regarding the behavior. The child will be suspended from camp for up to a week.
- Fifth Violation: Child will be dismissed from Allouez Summer Camp for the remainder of the summer.

Circumstances for immediate termination:

- Physical Violence – A parent or emergency contact will be called to pick up their child immediately. A meeting may be necessary and will be determined on a case-by-case basis.
- Intentional Leave – If a camper leaves the program area or building intentionally without permission a suspension or termination may occur, based on the situation.
- Sexual or other harassment- parent/guardian will be contacted immediately. Camper will be prohibited from future camp activities.
- Inappropriate behavior of a child or parent that endangers the participant, other children, or Allouez Staff.
- Late pick up of child (more than 3 occurrences)

Please do not hesitate to talk to the site staff or Recreation Supervisor if you have questions or concerns.

The Village of Allouez reserves the right to start at the 2nd, 3rd, 4th, or 5th violation depending on the severity of the incident. Each case is different and all supervisory staff are approved to make appropriate judgment calls.

I have read and understand the Allouez Summer Camp policies, procedures, rules and consequences. I understand that by signing this contract I am obligated to follow the policies and procedures outlined in the Summer Camp Handbook.

(Child's Signature and Date)

(Parent/Guardian Signature and Date)